

GENERAL GUIDELINES FOR LUNCH AND EVENING SERVICE

- Lead Telephone Number required for every booking made
- New Booking What's App Number created for ease 07557 371960
- Lead Telephone Number required for all Walk-In customers
- If Capacity Reached and you are not booked then you will be asked to come back later or re-book for another available time
- Seating times to be 12.30pm/1pm/1.30pm to minimise congestion
- Full signage in place
- Passing areas in place at Entrance and on Stairwell
- Opening hours to be 12pm until 8pm Monday to Friday through September 2020
- No Seating at the Bar
- Option of Drinks to be Delivered to Table or can Collect from Collection Point
- Wine to be Delivered, Taste offered and then left on Table
- Maximum Tables of 6 Persons
- Areas created to allow Bar Ordering
- All tables a minimum of 1m apart
- All customers required to go direct to tables
- Toilet Traffic light system in place and to be cleaned/wiped down regularly
- Two People in Ladies and Gentleman's Toilets at a Time
- Sanitiser stations at Entrance and in main Bar/Restaurant Area
- Options of Plastic (throwaway) Plates and Glasses if required
- Full Table Service
- All staff Covid 19 trained
- Full Risk Assessments undertaken
- Kitchen to be sanitised at 8am/10am/12.30pm/2.30pm/5pm/8pm
- Restaurant/Bar Area to be Sanitised before, during and after Service
- Tables not to be re-set until Sanitised
- One Menu only for Food & Wine List
- Menu to be Laminated and be wiped down after each use
- Condiments to be in Plastic Packaging

Additional Event Information for Quiz Evenings:

- Maximum Capacity for Venue – 15 Tables of 6 People (90) or 20 Tables of 4 People (80)
- Quiz Papers to be Scored by Team Playing and not passed over to another team
- One Person only to be responsible for Writing Down Answers
- Scores to be given when we come round to each Table
- Quiz Master will give full Briefing before Quiz on Rules for the Event

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)